

SuperTracker Training Guide

<https://www.SuperTracker.usda.gov>

Purpose: This training guide can be used to teach a group how to use SuperTracker and its many features. It is designed for a general audience with basic computer skills and familiarity using web applications.

Training Objectives:

1. Introduce the personalization and registration process for SuperTracker.
2. Become familiar with the 6 basic features of SuperTracker.
3. Learn how to customize the SuperTracker experience and use advanced features.

Total Training Length: 2.5 hours

Part 1 – Introductions (10 minutes)

- Introduce trainer and participants
- Review training objectives
- Provide background information about SuperTracker:
<http://www.choosemyplate.gov/newsroom/ST/SuperTrackerBackgrounder.pdf>
- SuperTracker was developed as part of the comprehensive, multi-year communications plan to implement the *2010 Dietary Guidelines for Americans*
- Demonstrate how to access SuperTracker. Homepage URL is:
<https://www.SuperTracker.usda.gov>

Part 2 – SuperTracker Feature Demonstrations and Exercises (2 hours including break)

1. Homepage and Navigation (5 minutes)

Demo

- Provide overview of SuperTracker and its basic functions, grounded in the “tiered level of involvement” concept.
- SuperTracker provides the ability to choose level of involvement, ranging from quickly looking up a food or comparing two foods to in-depth diet and activity tracking and analysis over time.



- Review application navigation:
 - Home
 - Food-A-Pedia
 - My Plan
 - Track Food & Activity
 - My Reports
 - My Features

2. Food-A-Pedia (10 minutes)

Demo

- Demonstrate how to access Food-A-Pedia
- Demonstrate how to look up foods in Food-A-Pedia and compare foods
 - Example: Compare 1% latte vs. 1% mocha with whipped cream

Participant Exercise

- Compare 2 foods you might eat for breakfast

Discussion Point

- What's the biggest difference that you noticed between the foods?

3. Create Profile/My Plan (10 minutes)

Demo

- Demonstrate how to access the Create Profile page
- Provide overview of steps to create a profile (personalization and registration)
- Emphasize that both personalization and registration are optional, but registration is necessary to save data.
- Demonstrate how to personalize an individual SuperTracker profile
 - Example: #1Mom, 38, female, 30-60 min, 5'3", 145 pounds, maintain current weight
- Show how to register to save a profile and get a personalized plan
- Demonstrate how to access My Plan
- Review My Plan and demonstrate how to get for additional guidance
- Show how to add a profile
 - Example: #1Dad, 40, male, 30-60 min, 5'11", 180 pounds, move toward a healthier weight
- Review My Family Plan



Participant Exercise

- Create your own profile (emphasize that participants should only enter information they are comfortable providing and allow them to enter a sample profile instead)
- View My Plan

Discussion Points

- Do you think you can use this plan?
- Does anything surprise you about your plan?

4. Food Tracker (25 minutes)

Demo

- Demonstrate how to access Food Tracker
- Demonstrate how to use Food Tracker
 - Example: Add multigrain bagel, cream cheese, boiled egg, and orange juice to breakfast; add grilled cheese sandwich, apple, milk, and baby carrots to lunch
- Explain food card, including amounts, meals, profiles, food group and nutrient info
- Show the “Customize” link to create a My Food (need to be logged in to SuperTracker to see link)
 - Demonstrate how to create a My Food
 - Example: Search and select: Yogurt, fruit, fat free; choose the customize link and rename food to “Strawberry banana fat free yogurt.” Make the following changes: Calories to 150, Sodium to 120 mg, Protein to 8 g, Carbohydrate to 28 g, and Potassium to 410 mg
- Explain food group graphs
- Explain daily limits section
- Show how to use My Favorite Foods (tab and page)
 - Explain that customized foods (My Foods) and My Recipes are saved to the My Favorite Foods.
- Show how to create a combination food (My Combo)
 - Example: coffee + 2% milk + sugar
- Show how to copy foods to one day and multiple days using recurrence
- Navigate to the My Recipe feature
 - Demonstrate how to create a recipe: 1) Search for and add ingredients 2) Enter the number of portions 3) Name and save the recipe
 - Show the Recipe Details export options
 - Mention that SuperTracker automatically accounts for raw-to-cooked conversions on the backed for raw meats and dry grains



Participant Exercise

- Enter yesterday's dinner into Food Tracker
- Create a My Food; add it to a meal
- Create a combo of your favorite sandwich; add it to a meal
- Create a My Recipe; export the Recipe Details; add a portion of the recipe to a meal

Discussion Points

- What was easy about this process? Was anything challenging?
- Based on the results of your meal entry, would you make changes to what you ate?
- When would you choose to use the My Combo feature versus the My Recipe feature?

5. Physical Activity Tracker (10 minutes)

Demo

- Demonstrate how to access Physical Activity Tracker
- Physical Activity Tracker is based on the *2008 Physical Activity Guidelines for Americans* from the Department of Health & Human Services (HHS)
- Demonstrate how to use Physical Activity Tracker
 - Example: Add walking 2.8 mph (moderate intensity), swimming freestyle fast (vigorous intensity), and washing dishes (light intensity)
- Explain estimated Calories burned (estimated per activity based on activity METS, duration, and person's weight)
- Explain Moderate Intensity Equivalent (MIE) minutes and show on gauge (30 minutes moderate activity = 30 MIE minutes; 30 minutes vigorous activity = 60 MIE minutes; 30 minutes light activity = 0 MIE minutes)
- Demonstrate differences in Physical Activity Tracker page for adults and children
 - Adults: Weekly target of at least 150 minutes a week
 - Children: Daily target of at least 60 minutes a day
- Explain weekly targets for muscle strengthening, bone strengthening, and vigorous activity

Participant Exercise

- Add an activity you did this week into the Physical Activity Tracker
- Save a favorite activity, and add it to your week
- Copy activities



Discussion Points

- What was easy about this process? Was anything challenging?
- Based on the results of your activity entry, would you make changes to your physical activity?

6. Break (10 minutes)

7. My Reports (15 minutes)

Demo

- Demonstrate how to access My Reports
- Provide a brief overview of each report on the Reports Overview page
 - Food Groups & Calories
 - Nutrients
 - Food Details
 - Meal Summary
 - Physical Activity
 - History Charts
- Demonstrate how to run a Food Groups & Calories Report
- Show drill-down functionality and export options
- Demonstrate how to run History Charts
- Show drill-down functionality

Participant Exercise

- Create, export, and print a report of your choice

Discussion Points

- How do the reports differ?
- Which reports do you think you might use?

8. My Top 5 Goals (15 minutes)

Demo

- Demonstrate how to access My Top 5 Goals
- Provide an overview of the My Top 5 Goals feature
- Demonstrate how to set multiple goals
 - Example: Set a goal weight, set a physical activity goal of 180 minutes, set a food groups goal for vegetables, and set a nutrient goal for sodium
- Explain that personal weight and physical activity goals will be used for tracking purposes in place of previous targets throughout the tool



- Show how to view daily and weekly progress toward goals
- Show how to use My Coach Center to receive tips and congratulations messages
 - Example: In My Coach Center sign up to: Send me messages in My Coach Center” for a daily timeframe
- Show congratulations messages and sharing features (Facebook, Twitter)
 - Example: Add enough vegetables in Food Tracker to meet the goal, and show the congratulations message in the Coach Center. Share congratulations message on Facebook

Participant Exercise

- Set a goal
- Sign up for My Coach Center

Discussion Points

- What was easy about this process? Was anything challenging?
- Will you set and track personal goals using this feature?

9. My Journal (10 minutes)

Demo

- Demonstrate how to access My Journal
- Provide an overview of My Journal
- Show how to create a new My Journal entry
- Show how to post journal entry notes fields to Facebook or Twitter
- Explain that journal entries can be integrated into History Charts and My Weight Manager to provide useful insight into personal factors when looking at trends
- Demonstrate how journal entries can be shown in the context of Weight, Physical Activity, and Calorie History Charts

Participant Exercise

- Post a new journal entry
- Show journal entries on a Total Calories History Chart

Discussion Point

- How might you use My Journal?



10. My Weight Manager (10 minutes)

Demo

- Demonstrate how to access My Weight Manager
- Provide an overview of My Weight Manager
- Show the weight entry area and demonstrate how to enter your weight
- Demonstrate how to track your weight over time
- Explain that using the Calorie and physical activity history charts along with the weight history chart can provide a big picture look at your progress
- Show how to compare to Calorie intake and physical activity to weight history over time
- Demonstrate how journal entries can be shown in context of weight, physical activity, and Calorie history
- Point out the Understanding Weight Management section for more information

Participant Exercise

- Add a weight entry
- Show My Journal entries on the history charts and access an entry

Discussion Points

- Do you think My Weight Manager will help you track your weight?
- Is it helpful to see your Calorie intake and physical activity along with your weight history?

Part 3 – Independent Practice Session (10 minutes)

Independent work time to experiment with SuperTracker features with support from trainer.

Part 4 – Guided Discussion (10 minutes)

- What SuperTracker features will you take advantage of?
- How do you think SuperTracker will help you reach your personal health goals?
- How will you be sharing what you've learned today with others?



Additional Resources

- SuperTracker Site Tour Videos
<https://www.supertracker.usda.gov/sitetour.aspx>
- SuperTracker User Guide
<https://www.supertracker.usda.gov/Documents/SuperTrackerUserGuide.pdf>
- 10 Tips for Getting Started with SuperTracker
<http://www.choosemyplate.gov/food-groups/downloads/TenTips/DGTipsheet17SuperTracker.pdf>
- SuperTracker FAQs
https://www.supertracker.usda.gov/Documents/SuperTracker_FAQs.pdf
- SuperTracker Site Map
<https://www.supertracker.usda.gov/sitemap.aspx>
- Best Practices for Conducting SuperTracker Trainings
[https://www.supertracker.usda.gov/Documents/Best Practices for SuperTracker Training.pdf](https://www.supertracker.usda.gov/Documents/Best_Practices_for_SuperTracker_Training.pdf)

